



CALIFORNIA PUBLIC UTILITIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PUBLIC UTILITIES COMMISSION	RELEASE DATE:	Wednesday, August 13, 2008
POSITION TITLE:	CEA II - CHIEF COUNSEL, DRA	FINAL FILING DATE:	Wednesday, August 27, 2008 or until filled
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$13,381.00 / Month	BULLETIN ID:	08132008_1

POSITION DESCRIPTION

The Division of Ratepayer Advocates (DRA) is an independent division of the California Public Utilities Commission (CPUC) and advocates solely on behalf of the interests of public utility customers and subscribers. To fulfill this mission and goal, DRA participates and litigates as a party in CPUC proceedings, including rate settings, investigations, and rulemakings. DRA evaluates utility proposals, investigates issues, presents findings and formal testimony, and makes recommendations to the Administrative Law Judges and Commissioners that would result in the lowest possible rates consistent with reliable and safe service levels. DRA's participation on behalf of consumers is a critical component of the CPUC's quasi-judicial and quasilegislativ decision-making processes, providing expert analysis, factual and credible evidence, and expert witness testimony in order to develop an evidentiary record upon which lawful and sustainable Commission decisions and orders are based. DRA staff and attorneys file hundreds of pleadings annually on behalf of customers covering issues related to regulated electricity, natural gas, telecommunications, and water industries. Under the general direction of the DRA Director, the Chief Counsel will be a member of the executive management team, provide legal advice and participate in the formulation of DRA's legal positions, policies and procedures. Staff attorneys assigned to DRA by the CPUC Legal Division will report to and be directed by the Chief Counsel, who will plan, organize, and coordinate all phases of legal work for the division. More particularly, the Chief Counsel will do all of the following: • Provide the Director with legal advice on DRA's legal positions, policies, authority and other legal concerns that affect DRA's strategies and policy development; • Provide legal expertise concerning CPUC regulation of the electric, gas, telecommunications, and water industries, including industry, regulatory, and statutory trends and changes; • Oversee, plan, organize, direct and review the work of the assigned legal staff; coordinate the assignment and work of attorneys with Legal Division's assistant general counsels; develop DRA's budget for legal services; • Serve as DRA counsel in designated proceedings, and when appropriate, conduct or supervise DRA intervention in matters before state and federal courts and state and federal public utility boards and commissions, or other appropriate forums; • Critically

review utility proposals, and based on DRA policies, recommend legally appropriate and strategic responses by DRA; coordinate DRA responses with assigned attorneys to ensure that an evidentiary record is developed that adequately represents the consumer perspective; • Attend briefings with Commissioners and their advisors, utilities, consumer groups, members of the Legislature, state, federal, and local agencies when management level legal expertise is needed to present the DRA consumer perspective on legal topics; • Exercise quality control over DRA pleadings involving significant regulatory and legal issues to ensure that positions taken are in concert with DRA legal arguments and policies and within legal authorities; • Responsible for providing the Director and management with legal analysis; review and refine, from a legal perspective, staff proposals and recommendations related to legislation; • Serve as DRA's lead attorney in settlement negotiations; supervise negotiation strategies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

Active membership in the California State Bar.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The candidate selected for the position shall have: • Knowledge of public utility regulation, laws governing and administered by the CPUC, including Rules of Practice and Procedure, or other regulatory agencies and judicial interpretations of such laws; • Knowledge of conduct of proceedings and rules of evidence and procedure in State and Federal courts; • Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch as well as the legislative process; • Experience drafting comments to utility proposals and drafting and reviewing testimony and briefs to ensure policy positions are rational, practical, and consistent; • Experience in serving as a lead person in settlement negotiations or supervising negotiation strategies; • Experience in advocating positions and making persuasive presentations to Commissioners, their advisors, and/or members of the Legislature, industries, large and small commercial customers, small businesses, community-based organizations, other consumer advocates, and governmental entities; • Experience in developing and implementing high level policy based on sound legal principles in order to attain common, consistent and legally sound and defensible goals; • Experience in planning, organizing and directing the work of a legal staff; • Experience in litigating matters pertaining to public utilities regulation; • Experience in analyzing complex and difficult legal problems and applying legal principles and precedents to particular sets of facts; • Experience in making accurate summaries of evidence and preparing appropriate findings, opinions and orders; • Experience in presenting statements of fact, law and argument clearly and logically in written and oral form; • Experience in drafting rules, regulations and legislation.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II - CHIEF COUNSEL, DRA**, with the **CALIFORNIA PUBLIC UTILITIES COMMISSION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of an interview weighted 100%. In order to obtain a position on the eligible list, a candidate must attain a minimum rating of 70%. Candidates will be notified in writing of his/her examination results. Once the list is established, a hiring interview may be scheduled for candidates who are eligible. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

FILING INSTRUCTIONS

Interested applicants must apply online at: <http://www.cpuc.ca.gov/puc/jobs/>

Interested applicants must submit:

Applications must be submitted by the final filing date to:

CALIFORNIA PUBLIC UTILITIES COMMISSION, HUMAN RESOURCES

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ONLINE APPLICATION | (800) 555-7809 | onlineapp@cpuc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PUBLIC UTILITIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>